

December 2, 1998; 8:00 am, Wednesday, Earth Tech Office, Atlanta, GA

December 3, 1998; 9:00 am, Thursday, SAB

## 0 ATTENDEES

1. Air Force
  - a. Joseph Cecrle – absent
  - b. Parrish Swearingen – present
  - c. Phil Hunter – absent
1. Army
  - a. Burla Martin – present
  - b. Emmet Gray – absent
  - c. Georgette Myers – absent
3. COE
  - a. Larry Mann – absent
  - b. Margaret B. Martin – absent
  - c. Sam Bass – present
  - d. Dave Koran (advisor) - absent
4. Navy
  - a. Chris Kyburg – absent
  - b. Tom Stephan – present
  - c. Bill Mullen – present
4. Earth Tech (visitors)
  - A. Joe Jahnke – present
  - B. Andrew Witt – present
  - C. Natalie Witt – present
6. Tri-Service Center
  - a. Bobby Carpenter - present

## 0 CONTRACTOR'S PRESENTATION

A. Witt and N. Witt, Earth Tech, presented the 30% deliverable for the FY98 project: *Interactive Demonstration/Tutorial of Environmental Geographic Information System (GIS) Technology* ("GIS Web Site" (DACA39-96-D-0004)). The following comments were noted and will be implemented on the web site (FY98 project):

1. Remove the top frame. Link to the Tri-Service Center web site will be included in the left frame.
2. Set up two examples of environmental layouts on the web site. These examples will have an "earthy" feel. Allow a one-week review period, after which one will be chosen as the final layout for the web site.
3. Develop a new logo for the Environmental FWG using clip art. This logo will have no animation.
4. The Home page will not have a frame. It will contain Environmental FWG logo and buttons linking to the four main areas of the web site: Implementing a GIS, Success Stories, Related Links and Frequently Asked Questions (FAQ). The Home page will also contain introductory text containing a link to the "What is GIS" question on the FAQ page. On mouse-over, the text "GIS" will have a pop-up box saying, "What is GIS?" The disclaimer will appear under the introductory text. Viewer will need to scroll down to view the disclaimer. A link to the webmaster will appear at the very bottom of the home page.

5. The order of buttons on the Implementing a GIS page will be as follows: Needs Assessment; Systems Analysis; Data Acquisition; Data Distribution; Staffing; Training; Maintenance; Cost Benefit; Contract Specifications; Contract Vehicles.
6. The Needs Assessment section of the web site will not contain links to other sub-sections. All sub-sections will be included in the Needs Assessment page with the exception of the FAQ (it will be it's own link from the Home page). There will be bold headings for each of the current sub-sections: Discuss Accuracy Levels, Technical Resources, Examples of Output and Primary Tools.
7. The Discuss Accuracy Levels paragraphs (contained in Needs Assessment page) will contain links to documents to be provided by B. Carpenter and B. Martin. Excerpt paragraphs will be utilized as text in this section with links to the reports in their entirety.
8. The Technical Resources currently contains text and will be edited as part of the 90% deliverable in accordance with the commenting sequence discussed below. These paragraphs will be contained in the Needs Assessment page.
9. The Data Distribution page will contain text explaining how distribution is dependent on the needs of the users. These user needs must be considered when selecting a software solution.
10. The Data Acquisition page will mention local universities and local governments as sources for information. A link to the Tri-Service site will be included to encourage the use of the Tri-Service standards.
11. The Staffing page currently contains text and will be edited as part of the 90% deliverable in accordance with the commenting sequence discussed below.
12. The Training page will provide a list of training requirements. These requirements will be categorized by user experience level. This page will not contain any dollar figures. Rather, it will list suggested sources and provide hyperlinks to corresponding web sites. It will also discuss the potential of having on-site training, thereby saving money. The operating system needs to include UNIX (in addition to NT).
13. The Maintenance page will be brief. It will discuss data archiving, maintenance of hardware/software and addition/enhancement of data.
14. The Contract Specifications page will contain a document to be provided by B. Carpenter. S. Bass will provide Air Force Standards links and text. T. Stephan will provide Navy Standard text and links.
15. The Contract Vehicles page will contain text provided by A. Witt. B. Carpenter will provide links to contracting mechanisms.
16. The Success Stories section will no longer include Cherry Point. Naval Complex-Philadelphia (T. Stephan) will be utilized instead.
17. Additional questions to the Success Story submittal form will be added. These questions will utilize the implementation requirements as a guideline.
18. S. Bass reviewed email and noted that P. Hunter mentioned that a site visit to Otis AFB was not necessary.
19. The Related Links page will be reorganized and condensed into categories.
20. It was noted that

## 1 COMMENTING SEQUENCE

It is the desire of the committee to present the completed web site at the FTAG meeting scheduled to take place on May 17-21. The following sequence was developed to avoid last minute delays in the review process.

1. N. Witt will notify B. Carpenter when a page has been updated via weekly email updates.
2. B. Carpenter will notify committee members that a page is ready for review.
3. Each member of the committee will review each page of the web site. Members will have one week from date of B. Carpenter's notification to make comments.
4. All suggestions for edits will be submitted via the "Make Comments" button (or email) to N. Witt.
5. N. Witt will compile all suggestions and forward to B. Carpenter via email.
6. B. Carpenter will review all comments and provide final edits for the page.

## **1 ACTION ITEMS**

The following list summarizes action items/assignments resulting from the meeting.

1. S. Bass: 3 examples of accuracy levels from EC 11-10-1-87 (12-7-98)
2. S. Bass: Check list of data sources against Related Links (provide additional if applicable) (12-11-98)
3. S. Bass: Check list of text and links from AFCEE site related to GIS deliverables (12-11-98)
4. B. Martin: 2 reports on GIS Implementation from Brian Cullis (12-11-98)
5. B. Martin: Article on Implementing a GIS from POV Magazine (12-11-98)
6. B. Carpenter: 1 report from Brian Perdue (12-11-98)
7. B. Carpenter: FGDC Accuracy Standards (12-11-98)
8. B. Carpenter: AE GIS deliverable standards (12-11-98)
9. B. Carpenter: Links to Tri-Service contract mechanisms (12-11-98)
10. T. Stephan: Success Story (12-17-98)
11. T. Stephan: Navy contract specifications for GIS (12-17-98)
12. A. Witt: Draft meeting minutes